



# Poms & Associates

*Risk Services*

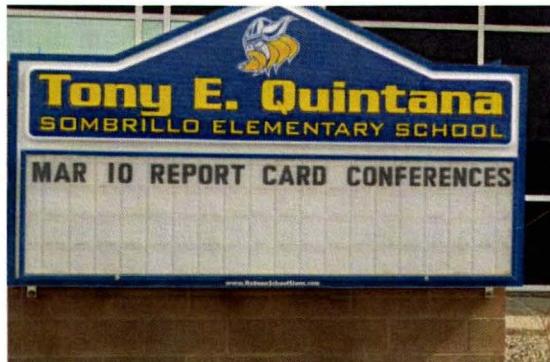


## NMPSIA

### Espanola Public Schools

*Tony E. Quintana Elementary School*

*Loss Control & Safety Audit*



**Poms & Associates Risk Services**

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## EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Tony E. Quintana Elementary School. The audit was conducted on March 6, 2014, on behalf of the Espanola Public Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Yanira Vasquez, Principal, and the staff of Tony E. Quintana Elementary School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

## GENERAL CONDITIONS INSPECTION

**Contact:** Yanira Vasquez, Principal

**Auditor:** James Dorn

**Member Agency:** Espanola Public Schools

**Client:** NMPSIA

**Inspection Concluded:** March 6, 2014

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or Maintenance	H – High	NC – Non-Capital
3 – Property Loss	C – Policy and/or Procedures	M – Medium	
4 – Regulatory or Legal Issue	D – Employee Practices	L – Low	
5 – Accepted Best Practices		O – Ongoing / Preventative	

Exterior Areas		Yes	No	NA	Priority	Recommendations
1 Is fencing provided, and are fences and gates of an appropriate type and condition?			X		2,3,4 - A,B - M - NC	2014-001
Building Conditions		Yes	No	NA	Priority	Recommendations
2 Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?			X		2,5 - B - L - NC	2014-002
3 Do doors, windows, and glass appear to be of an appropriate type and condition?			X		1,5 - B - L - NC 2,5 - B - L - NC 1,5 - B - L - NC	2014-003 2014-004 2014-005
4 Was the building free of apparent leaks or other obvious water intrusion?			X		3,4 - B - M - NC	2014-006
5 Do walls and ceilings appear to be of an appropriate type and condition?			X		3,5 - B - L - NC	2014-007
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
6 Are "EXIT" and "NOT AN EXIT" signs installed?			X		1,4 - A,B - H - NC	2014-008

<b>Emergency Action Equipment &amp; Systems</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
7	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?		X		3,4 - B,C,D - M - NC	2014-009
<b>Mechanical and Utility Systems</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
8	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X		4 - B - M - NC	2014-010
9	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?		X		2,3,4 - B,D - H - NC	2014-011
10	Are electrical fixtures properly installed, properly protected, and free of damage?		X		3,4 - B - H - NC	2014-012
11	Are plumbing systems and fixtures in good condition and free from damage or leaking?		X		2,4 - B - M - NC	2014-013
<b>General Conditions – Other</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
12	Are other general conditions free of apparent hazards or concerns?		X		2,3,4,5 - C,D - M - NC	2014-014

## GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

### Exterior Areas

#### **1. Is fencing provided, and are fences and gates of an appropriate type and condition?**

**Recommendation Number:** 2014-001

##### **Observations:**

- Portions of the fence were not completed.
- The fence conditions pose attractive nuisance and injury hazards.



##### **Recommendations:**

- Incomplete fencing should be repaired.

##### **Standards:**

- Good Loss Prevention Practices
- IPMC, Section 304 - Exterior Structure



## Building Conditions

### 2. Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?

**Recommendation Number:** 2014-002

#### Observations:

- Some of the light fixtures were broken.

#### Recommendations:

- The light fixtures throughout the site should be inspected and repaired as necessary to ensure that proper lighting is provided.

#### Standards:

- IPMC, Section 605 - Electrical Equipment



### 3. Do doors, windows, and glass appear to be of an appropriate type and condition?

**Recommendation Number:** 2014-003

#### Observations:

- Door frames were rusting and/or deteriorated.

#### Recommendations:

- The damaged door frames should be repaired and/or replaced.
- Door frames should be inspected, repaired and/or replaced on a regular basis to ensure that they function properly and provide adequate security.
- Any construction alterations should be designed and supervised by a person with expertise in building code requirements.

#### Standards:

- Good Loss Prevention Practices
- IPMC, Section 301 - General



**Recommendation Number: 2014-004****Observations:**

- Damaged window screens were observed.
- The damaged screens pose an attractive nuisance and potential for injury.

**Recommendations:**

- The damaged screens should be repaired or replaced.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 304 - Exterior Structure

**Recommendation Number: 2014-005****Observations:**

- Window frames were rusting and/or deteriorated.

**Recommendations:**

- The damaged frames should be repaired and/or replaced.
- Frames should be inspected, repaired and/or replaced on a regular basis to ensure that they function properly and provide adequate security.
- Any construction alterations should be designed and supervised by a person with expertise in building code requirements.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 301 - General

**4. Was the building free of apparent leaks or other obvious water intrusion?****Recommendation Number: 2014-006****Observations:**

- Evidence of leaks and/or other water intrusion was present.
- Water intrusion and the presence of moisture in building materials can foster the growth of mold and mildew.

**Recommendations:**

- The source of the water intrusion should be determined and corrective action taken to prevent recurrence.
- Wall coverings, ceiling tiles, floor coverings, and wall and ceiling insulation should be inspected to identify the presence of damage or mold growth. Both exposed and concealed surfaces should be inspected.
- Damaged and contaminated materials should be removed and disposed of in a way that prevents their continued use.
- The entire damaged or contaminated area should be cleaned and disinfected with an effective fungicide prior to installing new materials.

**Standards:**

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 305 - Interior Structures

**5. Do walls and ceilings appear to be of an appropriate type and condition?****Recommendation Number: 2014-007****Observations:**

- Holes and/or unprotected penetrations were present in some of the walls and/or ceilings.
- The openings in the walls compromise structural fire safety and provide an entry point for insects and vermin.

**Recommendations:**

- The holes should be properly sealed with approved materials.

**Standards:**

- IPMC, Section 703 - Fire-Resistance Ratings

## Doors, Exits, and Means of Egress

### 6. Are "EXIT" and "NOT AN EXIT" signs installed?

Recommendation Number: 2014-008

#### Observations:

- One or more of the illuminated exit signs were not illuminated; therefore, we could not determine if they were fully functional.



#### Recommendations:

- Exit signs should be inspected on a regular basis to ensure that they are functional at all times.

#### Standards:

- 29 CFR 1910, Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans
- IFC, Chapter 10 - Means of Egress
- NFPA 101, Chapter 5 - Means of Egress

## Emergency Action Equipment & Systems

### 7. Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?

Recommendation Number: 2014-009

#### Observations:

- Fire extinguishers were obstructed. Obstructing fire response equipment delays or prevents access in an emergency.



#### Recommendations:

- Fire extinguishers should not be obstructed. A clear path to fire extinguishers should be maintained.
- Approved fire extinguishers should be mounted, located, and identified so that they are readily accessible to employees at all times.

#### Standards:

- 29 CFR 1910, Subpart L - Fire Protection

## Mechanical and Utility Systems

**8. Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?**

**Recommendation Number: 2014-010**

**Observations:**

- The boxes were not locked to prevent unauthorized access.



**Recommendations:**

- All exterior utility controls should be covered and locked, or otherwise controlled, to prevent unauthorized access.

**Standards:**

- Good Loss Prevention Practices
- 29 CFR 1910, Subpart S - Electrical

**9. Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?**

**Recommendation Number: 2014-011**

**Observations:**

- Electrical junction boxes were missing their covers.
- The exposed wiring poses an electric shock and fire hazard.



**Recommendations:**

- All exposed wiring junctions should be properly covered.

**Standards:**

- 29 CFR 1910, Subpart S - Electrical

**10. Are electrical fixtures properly installed, properly protected, and free of damage?****Recommendation Number: 2014-012****Observations:**

- Exterior electric outlets and/or switches were missing their weatherproof caps.
- This condition exposes the fixtures to contamination and damage and increases the risk of electric shock.

**Recommendations:**

- Missing covers should be replaced, or the fixtures should be replaced as needed with appropriately rated outlets and/or switches.

**Standards:**

- 29 CFR 1910, Subpart S - Electrical

**11. Are plumbing systems and fixtures in good condition and free from damage or leaking?****Recommendation Number: 2014-013****Observations:**

- One or more of the drinking fountains were inoperative.

**Recommendations:**

- Inoperative drinking fountains should be repaired as necessary.

**Standards:**

- Good Loss Prevention Practices
- IPMC, Section 504 - Plumbing Systems and Fixtures



## General Conditions – Other

### **12. Are other general conditions free of apparent hazards or concerns?**

**Recommendation Number: 2014-014**

#### **Observations:**

- Some of the trophies stored overhead were not secured.
- These unsecured items pose falling object hazards.



#### **Recommendations:**

- Stored items should not create a hazard. Items should be shelved or racked in a manner designed to prevent them from tipping, falling, collapsing, rolling, or spreading.
- Racks, bins, planks, sleepers, bars, strips, blocks, and/or sheets should be used where necessary to make storage stable.
- Velcro, mounting putty, glue, or some other type of device should be used to secure large and/or heavy items stored overhead in public assembly areas and classrooms. Securing the items will prevent a falling object hazard during seismic activity. If the items cannot be secured, they should be removed.

#### **Standards:**

- 29 CFR 1910, Subpart N - Materials Handling and Storage

## PLAYGROUND CONDITIONS INSPECTION DISCLAIMER

This report was completed by James Dorn, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the inventory of structures. Detailed observations and structure-specific recommendations are found on the pages following the inventory of structures. Some items marked as "No" or "Unacceptable" in the inventory list may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

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**PLAYGROUND CONDITIONS INSPECTION****Contact:** Yanira Vasquez, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** March 6, 2014

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3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best Practices	D – Employee Practices	Preventative	

Playground Conditions Inspection		Yes	No	NA	Priority	Recommendations
1	Are courts and court fixtures free of apparent hazards?		X		2,5 - A - M - NC	2014-015
2	Are playground areas equipped with signage that provides warnings, age appropriateness, and other relevant information?		X		4 - A - L - NC	2014-016
3	Are playground structures equipped with a shock absorbing surface of an appropriate type and depth beneath them?		X		2,4 - B,C - O - NC	2014-017

## PLAYGROUND CONDITIONS INSPECTION RECOMMENDATIONS

### Playground Conditions Inspection

#### **1. Are courts and court fixtures free of apparent hazards?**

Recommendation Number: 2014-015

##### Observations:

- Metal chain basketball nets were in use.  
These nets pose an increased risk of injury.



##### Recommendations:

- The chain nets should be removed and replaced with linen or nylon fabric nets or the hoops left without nets.

##### Standards:

- Good Loss Prevention Practices

#### **2. Are playground areas equipped with signage that provides warnings, age appropriateness, and other relevant information?**

Recommendation Number: 2014-016

##### Observations:

- Signs to indicate the age appropriateness of the equipment were not present in all playground areas.
- Signs recommending adult supervision were not posted.

##### Recommendations:

- Signs should be posted near each of the playground areas to indicate the age appropriateness of the equipment located in that playground area. Equipment that is inappropriate for users younger than 5 years old should be signed accordingly.
- Signs recommending adult supervision should be posted.
- Additional signage should be posted as appropriate based on the unique characteristics of each playground and/or other District policies.
- Signs or labels may be placed on the equipment itself, or freestanding signs may be used in place of a label.
- If freestanding signs are used, they should be located outside of the equipment use zone and meet the requirements of section 9.1 of ASTM 1487.

##### Standards:

- Good Loss Prevention Practices
- CPSC, Publication 325, Public Playground Safety Handbook

**3. Are playground structures equipped with a shock absorbing surface of an appropriate type and depth beneath them?**

**Recommendation Number: 2014-017**

**Observations:**

- The protective surfacing around and under the equipment was of an insufficient depth in some areas of the use zone and/or it did not extend throughout the entire use zone of the equipment.



**Recommendations:**

- Protective surfacing should be installed and maintained throughout the entire use zone of the equipment being protected.
- The protective surfacing should be maintained in all areas of the equipment use zone so that it provides adequate protection for the maximum height of the equipment.
- The depth of the protective surfacing should be monitored and topped off as needed to ensure that it retains a fall height value equal to or greater than the fall height of the protected equipment.

**Standards:**

- Good Loss Prevention Practices
- CPSC, Publication 325, Public Playground Safety Handbook

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